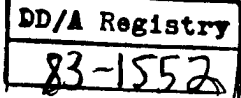


HARVARD UNIVERSITY

JOHN F. KENNEDY SCHOOL OF GOVERNMENT

CAMBRIDGE, MASSACHUSETTS 02138



79 JOHN F. KENNEDY STREET
(617) 495-1319

25X1

*Assistant Dean and
Director of Executive
Programs*

May 28, 1983

DD/A REGISTRY
FILE: 18-3

Dear Federal Executive:

The fall session of Harvard's 1983 Program for Senior Executive Fellows (SEF) will be offered from September 17, 1983 to December 16, 1983. Now entering its fourth year, the SEF Program is designed to develop and enhance managerial capacity in public organizations. The program is intended for candidates for the Senior Executive Service, recent SES appointees and others of comparable rank, responsibility and promise. While similar programs at Harvard's Business School and other institutions have long been valued in the private sector as a vital element in the development of executive talent, Harvard's SEF Program is the nation's only comprehensive university-based program specifically designed for public executives.

The scope, breadth and depth of the SEF Program are unmatched. The Program design has two central features:

- * First, it offers a core curriculum in the management of governmental organizations. The curriculum features management cases and exercises in areas such as decision-making, strategic analysis, the managerial environment and managing specialized functions such as personnel, budgets, procurement, policy analysis and legal counsel. The Program also emphasizes development of the manager's skills in leadership, communication, bargaining and negotiation.
- * Second, the Program offers elective courses which can strengthen participants' knowledge in key policy areas such as national security, health, industrial policy, criminal justice, energy and environment, transportation, urban affairs and other areas. The many hundreds of available courses at the School of Government, Harvard's other schools and departments as well as MIT provide unparalleled opportunities for participants to enrich their professional background.

83-1552

We are now accepting applications for the fall 1983 session. I hope you will take a few minutes to look over the enclosed brochure and bring it to the attention of appropriate candidates. Applications should be submitted by August 15, 1983. Should you wish additional information about the SEF Program, please do not hesitate to write or call me or Deborah Lanham, the Program's Director at the above number or FTS+830-1319. Thank you for your interest.

Sincerely,

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17 June 83
Orig - DOTE
cc: DDA/CMS/Del
16 June 83